

12 August 1964

MEMORANDUM FOR: Director of Personnel

SUBJECT : Supplementary Suggestions by the Inspector General  
Team Surveying Office of Personnel

1. CSPD Items

Suggestion No. 6: That Branch C have jurisdiction over Junior Professional personnel up to and including GS-11; Branch D concern itself with clerical personnel regardless of grade.

Comments: We recognize that under the current situation with Branch D responsible for GS-03 through GS-08 personnel; Branch C for GS-09 through GS-11 individuals, a heterogenous group of personnel are in each group and some personnel management problems result. However, we have not, and it is questionable as to whether we should, categorize personnel in the lower grades as professional versus clerical. Instead, we have followed the concept that junior personnel could (and they do) compete for advancement into the higher, so-called professional grade levels. This is accomplished either through application for and completion of the JOT program with concomitant advancement probabilities or through competitively working up to the higher (professional) levels on the basis of demonstrated performance. Competition is becoming increasingly more severe in the latter cases due to substantial recent input of well educated young officers into RI and to the emerging shortage of spaces for advancement. Mistakes have been made in advancing some personnel beyond the level at which they can truly perform; the rationale that reward should be given for long and faithful service may have been overdone. However, promotion panels are now being increasingly more perceptive in approving promotions above GS-07. We, therefore, do not foresee that any major change in the current arrangement is necessary. We do believe that some advantages will accrue from a change in the responsibility for selecting personnel for promotion to GS-08. We are recommending to the DDP that Panel C (supported by Branch C of CSPD) of the CSCS Board henceforth be responsible for promotions to GS-08. This is

SECRET

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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considered advisable inasmuch as personnel to be eligible for this advancement almost always are assigned to GS-09 positions. We believe this modification is consistent with the Inspector General's suggestion and will prove appropriate.

Suggestion No. 7 - Inadequate Space for Privacy of Interviews

This problem has been brought to your attention several times. We have long been frustrated by the lack of respectable space in which to conduct interviews. This fact, as you are aware, seriously handicaps our efforts to improve the personnel support we render to the Clandestine Services. The more senior officers view with understandable contempt our inadequate facilities. Personnel at all levels are reluctant to fully express their views or problems with the minimum privacy and oftentimes noisy atmosphere which prevails in our facilities.

Suggestion No. 9 - Improving Use of Honor and Merit Awards Program

We have arranged for presentation to the CS Personnel Officers of the Honor and Merit Awards Program by members of BSD. This effort will help to initiate a greater awareness by responsible personnel technicians of the benefits of broader participation in this program.

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Chief, Clandestine Services  
Personnel Division